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U.S. NAVAL AIR STATION, SIGONELLA, ITALY
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NASSIGINST 12335.1B
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NAS SIGONELLA INSTRUCTION 12335.1B

Subj: MERIT STAFFING PLAN FOR U.S. CITIZEN APPROPRIATED FUND
CIVILIAN POSITIONS

Ref: (a) 5 USC 2301 Merit Systems Principles
(b) 5 USC 2302 Prohibited Personnel Practices
(c) 5 CFR 335
(d) DoD 1400.25-M
(e) DoD Instruction 1400.23
(f) DoN CHR Manual
(g) NASSIGINST 1754.2Q

Encl: (1) Merit Staffing Plan
(2) Accretion of Duties Form
(3) Selection Certificate Referral Chart

1. Purpose. This plan establishes policies and prescribes procedures for the selection of employees through the merit staffing process and other competitive and non-competitive placement actions. This plan is in accordance with statutory and regulatory guidance from the Office of Personnel Management (OPM), Department of Defense (DoD), and Department of Navy (DoN), references (a) through (g).

2. Cancellation: NASSIGINST 12335.1A.

3. Scope. The provisions of this plan apply to the filling of all U.S. appropriated fund civilian positions in commands and activities serviced by the Human Resources Office (HRO) Sigonella. It provides for staffing competitive or excepted service positions which include CONUS hires, as well as local hires filled by family members under Schedule "A" or other appropriate appointing authority.

4. Policy. Positions covered by this plan will be filled solely on the basis of merit without regard to race, color, religion, sex, national origin, age, non-disqualifying disability, marital status, political affiliation, sexual orientation, or any other non-merit factors.

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5. Action. All managers and supervisors shall ensure compliance with the provisions of this instruction.

6. Program Review. This merit staffing plan will be reviewed periodically for effectiveness, proper administration, and any required modification.



T. J. QUINN

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MERIT STAFFING PLAN FOR
U.S. CITIZEN APPROPRIATED FUND CIVILIAN POSITIONS

1. Responsibilities

a. Commanding officers and officers-in-charge are responsible for assuring that:

(1) The merit policies, principles, and procedures of the plan are fully and consistently adhered to.

(2) Persons involved in the development, administration, and evaluation of programs, plans, procedures and methods for promotion and related placement actions have the necessary technical competence and are provided special training as required.

(3) Ensure managers and supervisors are aware of their responsibilities to Equal Employment Opportunity (EEO) and Affirmative Employment programs.

(4) Designating selecting officials within their organization.

b. Managers and supervisors are responsible for:

(1) Knowing, understanding and following the Merit System Principles without violating the prohibited personnel practices outlined in references (a) and (b).

(2) Keeping subordinates fully informed of the basic principles, policies, and operations of the Merit Staffing Plan.

(3) Anticipating personnel needs and initiating action in sufficient time for quality recruitment.

(4) Seeking advice/guidance from Human Resources Specialist or Assistants to identify appropriate job search, job-related knowledge, skills, abilities, competencies and selective placement factors necessary for successful performance of the vacant positions.

(5) Serving as or providing employees to serve as subject matter experts or rating and selection panel members.

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(6) Objectively considering all referred candidates and documenting comparative analysis of each candidate referred based on job related criteria required for position being filled.

(7) Properly documenting job related reasons for selection.

(8) Releasing selected employees within the time limitation specified in this plan.

(9) Counseling employees on self-improvement career development.

(10) Making selection decisions and returning selection certificate(s) and applications to HRO within the specified time limits. Expressed or implied commitments for selection decisions will not be made until HRO has been advised and made the actual offer of employment to the selectee.

(11) Ensuring that employees who are absent for legitimate reasons (e.g., on detail, leave, at training, or in military service) will receive appropriate consideration for promotion by making employee aware of the vacancy in order to compete.

(12) Ensure HRO is notified when employee's family members have an authorized extension beyond the transfer from the area, the separation of the employee's sponsor, or beyond the time the employee ceases to be a family member. A family member's appointment may not extend longer than two months following the departure of the sponsor as mentioned above.

c. NASSIG HRO has responsibility for implementation and execution of this plan which includes:

(1) Providing a responsible, efficient, and effective HR merit staffing program.

(2) Coordinating, developing, administering and evaluating the staffing program in accordance with merit systems principles.

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(3) When publishing employment opportunities all announcements shall be publicized as necessary to ensure employees have the opportunity to review and apply for announced positions.

(4) Coordinating with selecting officials in establishing the area of consideration for vacancy announcements and any extensions thereof.

(5) Providing advice and assistance to employees and management officials on all aspects of the staffing program.

(6) Notifying applicants selected for vacancies and coordinating release dates.

(7) Maintaining current listing of eligible employees under priority consideration programs.

(8) Issuing referral lists/certificates of those eligible to selecting officials in a timely manner and in accordance with regulatory requirements.

2. Priority Programs. Priority programs must be cleared before positions are filled competitively. The following order of precedence will be applied - officials at the HRSC or HRO administer these programs for selecting officials:

a. All mandatory priority placement programs will be considered first in the following order:

(1) Law, court, or other regulatory agency ordered referral.

(2) Agency decision or settlement between parties.

(3) Employees who did not receive proper consideration for promotion in a prior case due to procedural, regulatory or program violation.

(4) Employees or applicants registered on the Reemployment Priority List and in the DoD Priority Placement Program (PPP).

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b. A candidate who failed to receive proper consideration when the candidate's name should have been referred to the selecting official, but was not due to a procedural, regulatory, or program violation will receive one priority consideration for one year for an essentially identical vacancy. The next appropriate vacancy is defined as one that meets all the following conditions:

(1) A similar type of position in the same pay system as the position for which the candidate failed to receive proper consideration.

(2) One in which the candidate has indicated prior interest.

(3) One at the same grade with no higher promotion potential than the position for which consideration was lost. If the candidate is not selected, the selecting official will provide valid reasons, in writing, why the candidate could not be expected to satisfactorily perform the duties of the position.

3. Covered Personnel Actions. This plan applies to movement to positions in the excepted and competitive service. The competitive procedures of this plan apply to all actions listed below:

a. Time-limited promotions for more than 120 days to higher graded positions consists of prior service during the preceding 12 months under non-competitive time limited promotions and non-competitive details to higher graded position counts. A temporary promotion may be made permanent without further competition if it was originally made under competitive procedures and was made known to all potential candidates that the temporary promotion might lead to a permanent.

b. Details for more than 120 days to a higher grade position or to a position with higher promotion potential (prior service during the preceding 12 months under noncompetitive details to higher graded positions and noncompetitive time-limited promotions counts toward the 120-day total).

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c. Reassignment or change to lower grade to a position with more promotion potential than a position previously held on a permanent basis in the competitive service (except as permitted by reduction in force regulations).

d. Position change, transfer, reassignment, or reinstatement to a position with more promotion potential than a position the employee previously held.

e. Referral, selection, and appointment under Schedule "A" appointing authority for family members of DoD military and civilian members assigned to Sigonella, Italy.

4. Exceptions to Competition. Competitive procedures are not required for the following actions:

a. Time-limited promotions or details for 120 days or less.

b. Promotion by reclassification of an employee's position to a higher grade level because of additional duties and responsibilities when all the following conditions are met:

(1) The major duties of the employee's old position are absorbed into the new position and the former position is cancelled.

(2) The new duties are directly related to the primary purpose of the former position and include:

(a) No movement from a one grade interval series to a two grade interval series or vice versa.

(b) No movement from a non-supervisory to a supervisory position or from a non-leader to a leader position.

(c) No movement from one supervisor or organization to another.

(d) No movement from non-professional to professional work.

(e) No movement from WG helper to WG journeyman.

(3) The new position has no known promotion potential.

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(4) The additional duties do not adversely affect another encumbered position. If there are other employees in the same unit, under the same supervisor, who are officially assigned the same duties (before the addition of higher-level duties); special care is required to ensure compliance with Title 5 U.S. Code. The request for reclassification must be supported by an accretion of duties review documentation form enclosure (2) and must meet Merit Systems Principles.

c. Career promotion within an established career ladder. Candidates selected for positions below the full performance level are eligible for promotion without further competition upon demonstrating ability to perform at the higher grade level and upon meeting all regulatory requirements. This action will be effected only if management has submitted an action recommending the employee for promotion, and must be received by the HRO prior to the effective date of the promotion.

d. Promotion resulting from classification error or issuance of new standards.

e. Selection from the Priority Placement/Consideration list at the same or lower grade level than the position from which separated or not given proper consideration.

f. Promotion to a grade previously held on a permanent basis in the competitive service from which an employee was separated or demoted for other than performance or conduct reasons.

g. Reassignment of a non-supervisor to a supervisor position when the grade remains the same, or vice versa.

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5. Candidate Search. Area of Consideration (AOC) is the geographic or organizational area in which the activity directs its search for candidates. It is anticipated that a sufficient number of high quality candidates can be located and from which candidates' applications are accepted and considered. For determination the AOC management must consider EEO goals and objectives; infusion of new ideas and strengths into the organization; budgetary constraints, and cost effectiveness. The AOC will be determined by the management official authorizing the vacancy considering the advice and guidance provided by the responsible servicing Human Resources Specialist. The AOC will be identified in the vacancy announcement.

a. For Local Announcement

(1) Internal. The AOC may be limited to the activity or major organizational segment (department level) where the vacancy under recruitment is located, providing the AOC is sufficiently broad to ensure the availability of high quality candidates taking into consideration the nature and level of the position.

(2) External. For local vacancy announcements, the "external" AOC will state: " U.S. citizens, (except for dual Italian/U.S. citizens) residing in the Sigonella, Italy commuting area, who are authorized Department of Defense civilian sponsors and command-sponsored dependents of civilian and military personnel eligible for a Schedule A 213.3106(b)(6) family member appointment or other appropriate appointing authority, if eligible." All applicants must be an eligible member of the U.S. Civilian Component in accordance with the NATO SOFA.

(3) The AOC may be extended at any time during the recruitment process to locate qualified candidates.

b. For CONUS/World-Wide Announcements

(1) The AOC for CONUS-wide announcement advertised through the Human Resources Service Center-South East (HRSC-SE), will be determined by the management official authorizing the vacancy considering the advice and guidance provided by the responsible servicing Human Resources Specialist.

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(2) Locating Candidates. Candidates may be located by various methods including noncompetitive sources, local individual vacancy announcements, open continuous vacancy announcements, and HRSC announcements posted through the DoN's Civilian Hiring and Recruitment Tool (CHART) automated system.

(3) Individual vacancies filled through the competitive process will normally be advertised for ten work days. Announcements may be as short as five, or in exceptional cases three work days depending on circumstances.

(4) Open Continuous (OC) Announcements. Positions in high turnover occupations and positions filled at entry levels may be publicized through OC announcements. These announcements indicate the full performance level as well as any intervening grade levels at which positions may be filled. Applications for these positions are accepted on a continuous basis. When a request to staff one of these positions is received, cut-off dates are established and candidates who apply within the cut-off dates will be considered. Applications of non-selected candidates will be retained for continuous consideration until the OC announcement is closed.

(5) High level, normally GS-11 and above, and difficult to fill positions may be advertised locally and CONUS-wide with the approval of Program Managers. CONUS-wide announcements are advertised through HRSC-SE. Applicants interested in CONUS-wide announcements may access <https://chart.donhr.navy.mil>, and submit their resume through the automated resume builder.

6. Application Method. Application methods may include personal resume containing required information from Optional Form 612 or the use of Optional Form 612 (Optional Form for Federal Employment). Other application methods not mentioned herein will not be used to determine minimal qualifications unless they contain the required information to determine qualifications. Candidates specified in the local area of consideration must provide copies of their "no fee" official passport, Italian "missione" visa, sojourner's permit, and sponsor's travel orders with their application package and/or prior to entrance on duty or appointment, as requested. Other required documentation to determine eligibility for appointment will be specified in the vacancy announcement and must be provided when requested.

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7. Evaluation of Candidates

a. Determining Basic Requirements

(1) Candidates must meet the minimum qualification standards prescribed by OPM or DoD as appropriate, as of the closing date of the announcement. Applicants for OC registers must meet the above requirements at the time applications are submitted.

(2) In addition to meeting minimum qualification requirements, candidates must meet specific requirements for the position being filled, to include any selective factors determined to be critical to successful job performance. Furthermore, the quality of experience must clearly demonstrate the possession of the KSAs and/or competencies necessary for successful job performance.

(3) Selective Placement Factors may be used when they are essential for satisfactory performance in the position to be filled and represent an addition to the basic standard for a position. As such, they constitute a part of the minimum qualification requirements for the position. If selective placement factor(s) are used, they must be documented in the Position Description and will be listed in the vacancy announcement.

(4) Applicants must meet regulatory and qualification requirements of the position as of the closing date of the announcement such as time-in-grade or quantity and quality of experience. Additional information provided by the applicant after the closing date of the announcement will not be accepted.

(5) Information concerning experience and skills each applicant possesses shall be obtained from the applicant's resume and will be used to determine if qualification requirements are met. Evaluation procedures will be applied uniformly. They may include the use of multiple assessment measures, such as experience (which equipped the applicant with the particular knowledge, skills, and abilities), competencies, education, and/or training.

(6) Applicants will only be referred for grade levels specifically applied for.

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b. Non-Consideration of Applicants. The following constitutes a basis for non-consideration of an application under merit staffing procedures:

(1) If it is received in the HRO after the closing date of the announcement (applications must be received on or before the closing date specified in the vacancy announcement).

(2) If it fails to provide sufficient information to make qualifications determination within the closing date of the announcement.

(3) If it contains false information.

(4) If it does not include all the required documentation requested in the vacancy announcement to make an eligibility determination and cannot be provided when requested to do so.

(5) If it is outside the area of consideration.

c. Evaluation Method. Recruitment under Non-Competitive Procedures-Alternate Recruitment Sources. Management may utilize an alternate recruitment source when selecting candidates under non-competitive procedures without the application of military spouse preference, providing merit promotion competitive ranking procedures have not been applied. There is no referral certificate required from the HRO; however, management would communicate their selection via Request for Personnel Action (RPA). Sources may include 30 percent Veterans, VRA, and other eligible non-competitive status appointment authorities.

(2) Recruitment Under Competitive Procedures

(a) Prior to the recruitment process, the cognizant manager/selecting official and/or subject matter expert (SME), in consultation with a representative of the HRO, shall identify through job analysis, the job-related criteria that shall be used to evaluate and determine the best qualified (BQ) candidates for referral when the competitive area of consideration includes military spouse preference eligible. The job analysis shall identify the primary duties and responsibilities of the position and three to five of the

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knowledge, skills, abilities and/or competencies required to perform the duties and responsibilities and the factors that are important in evaluating candidates. The final job analysis documentation shall become part of the merit staffing case file. Crediting plans will not be released to the public as their release could result in an unfair advantage to applicants.

(b) If the position is restricted within an activity, ranking procedures are not required; therefore, all qualified "Q" candidates will be referred to the selecting official.

(3) Knowledge, Skills, and Abilities (KSAs). To determine "BQ" candidates for referral, applicants are assigned points against each KSA. The total points are matched against the number of KSA used and transmuted to a percentage on the transmutation table. A transmuted score of 85 percent or more will determine the "best qualified" group of candidates for referral on a selection certificate taking into consideration the preference priorities.

(4) DoN's Civilian Hiring and Recruitment Tool (CHART). Job skills or crediting plan are submitted by the supervisor or manager to HRO by completing the appropriate Recruit/Fill form and attaching it to the RPA. The approved job skills or crediting plan is forwarded to the HRSC-SE to be used to requisition CHART and to identify high quality candidates. Applicants submitting resumes are matched against the established criteria. The same criteria are used when the position is for both local and CONUS recruitment.

d. Evaluation Responsibility

(1) Basic Eligibility. The screening of candidates to determine eligibility, including possession of selective placement factors, is the function of the HRO Sigonella. However, subject matter experts with sufficient knowledge of the occupation to understand the position requirements and render decisions may be consulted as needed.

(2) Rating and Ranking Job Criteria. Reviews against the job criteria or KSA may be performed by an HR specialist/assistant or by a ranking panel depending upon which is most appropriate for the position being filled. Ranking panels are

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encouraged. When panels are used, panel members (except for HR specialists/assistants) must be subject matter experts and occupy positions at least equal in grade to the position being filled. Applicants for the vacancy and selecting officials cannot be panel members.

(3) Advisors. HR specialists/assistants may serve as advisors to the rater or rating panels and assure that raters have been trained in ranking and/or evaluation methodologies.

8. Certification Procedures (Referral of Candidates to the Selecting Official)

a. Internal Source. The internal source consists of candidates who are competitive and non-competitive eligibles. These candidates are current DoD civilian sponsors and Schedule "A" employees serviced by NASSIG HRO (excludes dependents on leave without pay due to the transfer/separation of their sponsor from the local Sigonella area) and family members with competitive status on leave without pay (LWOP) from another federal agency. Family members who have reinstatement eligibility under 5 CFR 315 and Veterans Employment Opportunity Act (VEOA) eligibles may be referred as internal candidates. Competitive candidates are candidates who are competing for higher level positions or promotions. Non-competitive candidates are candidates who have held the same grade level or higher than the position being filled. Categories of candidates under non-competitive are: change to lower grade, reassignments, re-promotions, and reinstatements (candidates who held same grade or higher before leaving the Federal government).

b. External Source. The external source consists of eligibles under the Schedule "A" appointment (family member, spouse, or unmarried dependent children, including stepchildren, adopted children, and foster children not more than 23 years of age residing with a member of the U.S. Armed Forces or a U.S. citizen civilian employee of a U.S. Government Agency, including non-appropriated fund activities) residing within the commuting area of Sigonella. Once appointed, unmarried dependent children may be retained until their sponsor departs from the commuting area of his/her duty station or completes current period of service requirement, whichever occurs first. Military Spouse Preference will be applied as appropriate for referral when

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filling vacancies competitively through either internal or external placement in all positions designated for U.S. occupancy. This applies to positions in the excepted and competitive services. All applicants will be evaluated against standard competitive rating criteria. BQ military spouses block the selection of any other of the candidates on the lists to include the CONUS certificate; however, they do not block a veteran's preference eligible on the external referral list because veteran's preference is applied to external candidates only. Additional application of military spouse preference to a veteran preference candidate will not be applied. Family members shall be given preference in employment when filling positions competitively through external placement procedures in the absence of a military spouse entitled to preference. This preference shall apply only to initial employment into a continuing position including temporary positions of one (1) year, or longer, at each duty location. Family members may file applications for employment 30 days before their anticipated arrival; however, they may not receive preference until actually arriving at the overseas location. Family members who have less than six months remaining in the area may be non-selected for permanent continuing positions. Veterans Readjustment Appointments (VRA) eligibles are considered non-competitive candidates; however, for order of selection purposes, VRA's will be referred as an external source.

(1) Veterans Employment Opportunity Act (VEOA). VEOA is intended to provide an opportunity for veterans to be considered when they have no other avenue under which they can compete for in the specified area of consideration. A VEOA eligible will be referred as an external candidate if eligible under the family member Schedule A or VRA appointment authority. If referred under the VEOA authority the candidate will be rated and ranked and referred to the selecting official along with other internal candidates if found amongst the best qualified group of candidates for referral.

(2) Veteran's re-adjustment appointment eligibles will be appointed to two-year term appointments, which may be extended non-competitively for two years at management's discretion. Veteran's preference is applied to this category.

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(3) Military Spouse Preference (MSP) Program. DoD provides employment preference and assistance to military spouses under the provisions of Section 806 of Public Law 99-145 (as amended) and resulting DoD directives and guidance per references (c) and (f). These Military Spouse Preference laws, regulations and executive orders are being revised to support the changing situations affecting the military family. Spouses may submit their resume regardless of the area of consideration during the 30 days prior to the military sponsor's reporting date to the new duty station, or at any time thereafter during the tour. However, to receive preference, the spouse must have married the military sponsor prior to his/her reporting date to the new geographic area; must actually be residing in the commuting area of the new duty station; meet basic qualification requirements; meet all pre-employment criteria and is immediately appointed under the applicable recruitment procedures; and must be among the best qualified candidates for the position. MSP shall be verified using PCS orders and the MSP preference shall apply only to the initial employment into a continuing (permanent full time or permanent part time) position. MSP eligibility is lost upon acceptance or refusal of a continuing position for which the spouse has applied for employment whether or not preference was applied; refusal to participate in established recruitment procedures (e.g., the interview process); failure to maintain immediate appointment; divorce, death of sponsor, or sponsor's retirement or separation from active duty. MSP remains intact until used, however, those that are within six months of their sponsor's rotation date, may be non-selected for continuing positions without regard to preference. MSP is also applied to temporary positions. Upon acceptance of a time-limited appointment, the spouse's eligibility for preference for other non-continuing (temporary) positions will be suspended until 60 days prior to the expiration of appointment. However, eligibility for other non-continuing (temporary) positions is not affected by acceptance of a permanent appointment to a position with an intermittent work schedule or any non-appropriated fund (NAF) position for which the employment category is identified as "flexible".

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c. Number Referred. Certification of competitively evaluated/ranked candidates will be restricted to those rated best qualified and in accordance with preference eligibility order. In the absence of best qualified candidates, candidates who are basically qualified may be referred. Certified candidates will be referred in alphabetical order.

d. Enclosure (3) is a chart depicting order of referral of qualified candidates.

9. Selection Procedures

a. It is management's right to select or not select from among a group of certified candidates. In deciding which source or sources to use, there is an obligation to determine which is most likely to best meet mission objectives, contribute fresh ideas and new viewpoints, and meet affirmative action goals.

b. Each certified candidate must be given full consideration and the selection must be based on who will best fill managements' needs in terms of the goals of the organization including Affirmative Employment and Equal Opportunity.

c. Management may also utilize selection panels. Panels are defined as three or more employees officially evaluating, recommending, or selecting applicants for a vacancy. Selection panels must be sufficiently knowledgeable of the requirements of the vacant position to make in-depth job related decisions about the applicants.

d. Selecting officials, when filling supervisory or managerial positions, must give consideration to candidate's ability and willingness to support the EEO program.

e. Selecting officials must give due consideration to the candidates' current performance ratings where pertinent to the KSAs specified in the vacancy announcement.

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f. Selecting officials are encouraged to conduct interviews. The selecting official may elect to interview as many referred candidates as desired or none at all, however, the decision to interview/not interview must be merit based and equitably applied and justified by the selecting official. Those candidates outside the commuting area may be interviewed by telephone. Interview arrangements are made by the selecting official. When interviews are conducted, the selecting official or the designated representative shall ensure that all interview questions are based on selection factors and job related criteria and shall not include questions of a private, personal nature. Advisory selection panels may be used at the discretion of the selecting official.

g. All selections shall be based on merit factors and job related criteria. Selecting officials are responsible for maintaining records of the selection process. If challenged, selecting officials are responsible for justifying their interview process and the resulting judgments.

h. Lists of eligibles established as a result of vacancy announcements may be used in filling vacancies of the same title, pay schedule, occupational code, pay band and type of appointment that may occur within 120 days of the certificate issue date.

i. The selecting official/department head shall annotate selection or non-selection, sign, date and forward the referral certificate to the HRO.

j. Job Offers. The HRO will contact the selectee. Selecting officials and advisory selection panel members are cautioned not to divulge selection recommendations/decisions. The selectee will accept or decline the position within three workdays after being notified of the selection. If needed, the selectee can request an extension of three additional workdays from the servicing HR Specialist/Assistant.

k. Selecting officials may return a referral certificate without making a selection and request reopening of the vacancy announcement, expansion of the area of consideration, recruitment from other sources, or cancellation of the recruitment action, where appropriate. In this case the referral certificate must still be signed and dated documenting

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non-selection. Actual selection is a management decision made in accordance with the requirements set forth in this procedure. While selecting officials are encouraged to provide feedback when requested by candidates not selected, they are not required to justify their selection.

10. Release of Employees. Arrangements for a release date of the selected candidate will be coordinated by the HRO with the selecting and releasing officials. Employees selected under competitive procedures will be released as follows:

a. Promotion. Within 14 days from the date of notification. A promotion action becomes effective on the Sunday of the beginning of the pay period. Retroactive actions prior to receipt of RPA at the HRO are prohibited.

b. Reassignment or Change to Lower Grade. Within 30 calendar days. A change to lower grade action is effective as of the close of business of the last day that higher pay is to be received.

c. Overseas. Within 45 days, certain circumstances may require exceptions to this policy. Exceptions will be agreed upon between the losing and the gaining organizations.

d. Other personnel actions will be processed either at the beginning or end of a pay period or the effective date of the action, as appropriate.

11. Appointment

a. Italian citizens cannot be appointed to U.S. positions.

b. U.S. citizens having dual citizenship (U.S./Italian) cannot be appointed to U.S. positions.

c. All family members recruited from within the local commuting area will be appointed under Schedule "A" authority in the excepted service except for those very few instances when a VEOA command sponsored family member has no other avenue/appointment eligibility under the area of consideration of the vacancy announcement. In this instance, the VEOA is appointed as career/career-conditional in the competitive service and they will be required to sign a rotation agreement and any extensions

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beyond five years will be tied to their sponsor's tour. Special care must be taken regarding the type of retirement coverage upon appointment for those competitive status family members on leave without pay who are covered under the Civil Service Retirement System (CSRS). If there is no break in service they will be given a Schedule "A" excepted appointment and retain their coverage under CSRS. If they have a break in service for more than three days they will be covered under FICA and have six months to elect coverage either under FERS or they can elect to buy back their CSRS time.

d. The Schedule "A" appointment of a dependent in an overseas environment is tied to the sponsor's tour and will not normally be extended longer than two months beyond the date the sponsor's tour ends or if dependency ceases. The two month extension of continued employment in the position must be approved by the employee's activity commanding officer after the approval for extended command sponsorship is received from the NASSIG Commanding Officer, via the sponsor's chain of command, per reference (g).

e. VRA eligibles will be appointed to two year term appointments, which may be extended non-competitively for two years at management's discretion. There is no inherent right of a veteran to be permanently appointed to a position merely because the position itself is permanent. The appointment will be Term based upon DOD's policy to limit overseas employment and as the most cost effective method for management.

12. Records. A case file of each competitive selection will be maintained for a period of two years and will be sufficient to allow for reconstruction of the action.

13. Disclosure of Merit Staffing Information. It is the policy of the Department of the Navy to make available to employees maximum information in connection with merit staffing which will neither compromise the evaluation process nor invade the privacy of others. Merit-staffing case files contain private information on all applicants. All officials handling these files must ensure the proper safeguarding of such information to protect the privacy entitlement of each applicant.

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a. Completed Actions. Consistent with the provisions of the Freedom of Information and Privacy Acts, applicants may receive the following information from the HRO after a staffing action is completed:

(1) Whether they were qualified, best qualified, or ineligible.

(2) Whether they were within the group from which selection was made.

(3) In the areas they can improve to increase their chances for future selection.

(4) Explanation of the rating process;

(5) Any other information allowed in accordance with the Freedom of Information and Privacy Acts.

b. Actions in Progress. While a staffing action is in progress, responses will be provided only to questions relating to staffing policy and clarification of information in the announcement (i.e., content of position, qualifications, etc). No information will be provided to applicants on matters such as individual rating and ranking, number of candidates, standing in relation to others, the crediting plan, or any other information that would give applicants an unfair advantage.

14. Probationary Period for Supervisors and Managers. A one year probationary period will be required for all newly appointed supervisors and managers.

15. Nepotism. Nepotism is prohibited, 5 USC 3110 and 2302 refer. A public official may not appoint, employ, promote, advance or advocate for appointment, employment, promotion or advancement in or to a civilian position in the agency in which he/she is serving or over which he/she exercises jurisdiction or control, any individual who is a relative. The supervisor and other officials are prohibited from participating in the rating, ranking and selection process if a relative is under consideration, nor may they advocate the selection of a relative. Advocating would include referring an application of a relative for consideration for employment or promotion. If a panel is used, all members of the panel are considered to be

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officials even though they may not occupy supervisory positions. When a relative is under consideration, a selecting official must disqualify himself/herself and the selection must be exercised at the next higher level in the chain-of-command.

16. Grievance Procedures. Questions and complaints regarding the operation of the merit promotion program should initially be addressed to the appropriate human resources advisor. Applicant/employee complaints that cannot be resolved at this level may be processed under the administrative grievance procedures or discrimination procedures as appropriate. Failure to be selected from among a group of certified candidates is not a basis for a grievance.

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ACCRETION OF DUTIES

1. Position: _____
2. PD NUMBER (TO BE COMPLETED BY HRSC): _____
3. Former Position: _____
4. Former PD Number: _____
5. Incumbent(s): _____

This accretion of duties promotion meets the following requirements:

6. The duties of the old position have been absorbed into the new position.
7. The new duties are directly related to the primary purpose of the former position (grade not based on adding supervisory duties). This includes:
 - a. No movement from a one-grade interval series to a two-grade interval series or vice versa.
 - b. No movement from a non-supervisory to a supervisory position or from a non-leader to a leader position.
 - c. No movement from one supervisor or organization to another.
 - d. No movement from non-professional to professional work.
 - e. No movement from WG helper to WG journeyman.
8. The old position has been abolished.
9. The new position has no known promotion potential.
10. The new position does not adversely affect any other position.

MANAGEMENT OFFICIAL_____
DATE_____
HRO REPRESENTATIVE_____
DATE

MAY 24 2010

SELECTION CERTIFICATE ORDER OF REFERRAL

INTERNAL MERIT PROMOTION CERTIFICATE	EXTERNAL CERTIFICATE SCHEDULE A, FAMILY MEMBER
<p><u>Priority #1:</u></p> <ul style="list-style-type: none"> • Reinstatement BQ MSP • Status LWOP BQ MSP • Blocks CONUS certificate. <p><u>Priority #2:</u></p> <ul style="list-style-type: none"> • Reinstatement BQ/Q FMP • Status LWOP BQ/Q FMP • VEOA BQ • Can only be referred if no P3's exist on the external certificate. <p><u>Priority #3:</u></p> <ul style="list-style-type: none"> • Current permanent employees serviced by HRO (May include DOD sponsors. Excludes LWOP employees who have PCSed) BQ/Q FMNP • Reinstatement BQ/Q FMNP* • Status LWOP BQ/Q FMNP* • *Candidates receiving consideration up to 30 days prior to sponsor's arrival. 	<p><u>Priority #1:</u></p> <ul style="list-style-type: none"> • Veterans Preference Eligible - MSV/FMV CPS 30% or more <p><u>Priority #2:</u></p> <ul style="list-style-type: none"> • Veterans Preference Eligible - MSV/FMV 10 pts • Veterans Preference Eligible - MSV/FMV 5 pts • If 3 or more 10-point preference candidates do not refer the 5-point preference. <p><u>Priority #3:</u></p> <ul style="list-style-type: none"> • MSP BQ • Blocks CONUS certificate. <p><u>Priority #4:</u></p> <ul style="list-style-type: none"> • FMP BQ/Q <p><u>Priority #5:</u></p> <ul style="list-style-type: none"> • FMNP BQ/Q • Candidates receiving consideration up to 30 days prior to sponsor's arrival.
EXTERNAL CERTIFICATE - VRA TERM NTE 2 YRS.	
<p><u>Priority #1:</u></p> <ul style="list-style-type: none"> • Veterans Preference Eligible - MSV/FMV CPS 30% or more <p><u>Priority #2:</u></p> <ul style="list-style-type: none"> • Veterans Preference Eligible - MSV/FMV 10 pts • Veterans Preference Eligible - MSV/FMV 5 pts • If 3 or more 10-point preference candidates do not refer the 5-point preference. 	

MAY 24 2010

1. Explanatory Notes

a. Internal candidates - Current NASSIG and tenant activities; permanent employees; current and former federal employees who meet the requirements under 5 CFR 315 and 335 and those eligible for a VEOA appointment who do not meet the definition of a DOD family member per reference (e).

b. External candidates - Family members eligible for a Schedule A, excepted appointment, that do not have competitive status or reinstatement eligibility and those excepted appointments on LWOP.

c. Schedule "A" employees on LWOP from another overseas area and those who transferred from Sigonella whose status has changed and returning to Sigonella are referred as external candidates.

d. Veteran's preference is only applied on the external certificate (includes VRA) and does not block the referral of internal candidates, with the exception of a BQ MSV on the external certificate will block the referral of internal non-MSP candidates.

e. The VRA TERM, not to exceed two-year, certificate contains external candidates and will not be blocked by other sources.

f. VEOA candidates will be referred on the internal certificate for a career-conditional appointment only if there is no other appointing authority available under which they can compete.

g. MSP veteran's preference does not have a higher priority over a FMP veteran's preference on the external certificate.

h. Family member preference eligibles will block the referral of family member non preference eligibles.

i. Family members referred on the internal certificate will be appointed on the Schedule A, excepted service appointment.

j. Military Spouse Preference will be applied uniformly over both the internal and external certificates. One selection certificate may block another if there is a higher preference category candidate.